

SECRET

OSA-1058-62

27 August 1962

25X1A

MEMORANDUM FOR: Acting Assistant Director, OSA-DD/R

SUBJECT : Office Furniture for [REDACTED]

REFERENCE : Memorandum No. OSA-0809-62, dated 16 August 1962, subject same as above, from C/Admin OSA-DD/R

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1. In response to the request contained in referenced memorandum, I have undertaken the arrangements necessary to furnish [REDACTED] office at [REDACTED]. I met with [REDACTED] on Friday, 24 August 1962, in my office and went over the list of items he has proposed for the three rooms, and we reached agreement on the selection of items from both quality and price standpoints.

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2. Procedurally, [REDACTED] is to make the purchase in his own name and we have selected [REDACTED] in Washington, as the store from which the furnishings are to be obtained. To accomplish the transaction, [REDACTED] was advised that [REDACTED] had been approved, and that it was most essential for him to plan his entire purchase for the offices within this limitation.

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3. The office furniture selected was from the "5300" series manufactured by the Myrtle Desk Co., High Point, North Carolina. This line is medium priced as office furniture goes, of standard style as opposed to a modernistic Danish line, and, as agreed, in keeping with [REDACTED] present status.

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4. Upon completion of his purchase, [REDACTED] is to provide us with an inventory of the furnishings so that we may prepare a deed of trust for his signature. Property records will be established for these items in keeping with Agency regulations.

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DOCUMENT NO. _____
NO CHANGES IN CLASS. _____
CLASSIFIED BY _____
CLASSIFICATION DATE _____
NEXT REVIEW DATE _____
AUTHORITY _____

[REDACTED]
Chief, Material Division
OSA-DD/R

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OUTSIDE OSA-DD/R

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MD/OSA-DD 

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